

T4L Support Guides

Adobe Acrobat Reader

Comment on a PDF

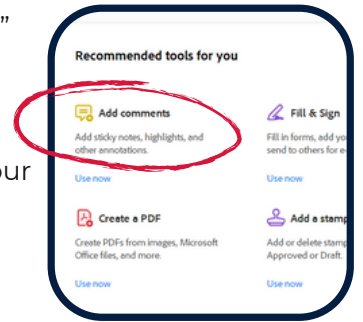
Step 1

Open Adobe Acrobat Reader from the start menu. If you have Acrobat Reader set as the default PDF viewing application, clicking on the document will also take you into the application.



Step 2

Click the "Add comments" tool highlighted by the yellow speech bubble.



When prompted, open your chosen PDF document.

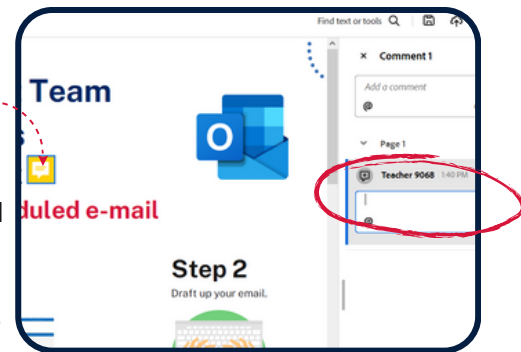
Step 3

Select the speech button icon from the left hand side of the document window. Your cursor should turn into a speech bubble.



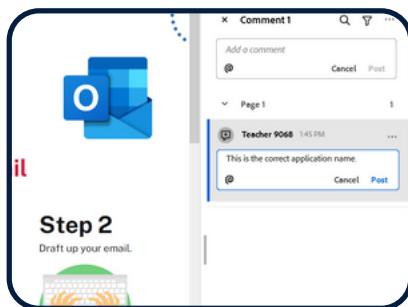
Step 4

Click next to the area on the pdf you want to comment on. A yellow speech icon will be added and a highlighted comment panel will appear on the right.



Step 5

Add your comment in the greyed panel and click post. Your comment will be added to the PDF. You can tag someone who the PDF is shared with by clicking the @ symbol.



Step 6

Clicking the three dots in the comment panel also gives you options to edit, delete or set the status of the comment.

Further comments on this comment will appear under the original.

